

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 01-01	Effective Date: 2/03	Revision Date: 05/04
Subject: Development, Coordination, and Approval of Policy and Procedures		

I. Policy Statement

Division staff shall have a clear understanding of their responsibilities in order to properly execute their assigned duties. Policy and procedures affect all staff; therefore, policy and procedures shall be made readily available to all JJS staff. Policy statements shall be consistent with the Division's Vision, Mission, and Core Value Statements.

II. Rationale

The purpose of this policy is to define the policy and procedures development, approval, and dissemination process and to establish policy coordination teams. Policy and procedure are used to establish guidelines for directing and controlling JJS staff and are not used to regulate the public or outside agencies.

III. Definitions

- A. "Policy" is a statement of concept, principle, or purpose to guide present and future actions, decisions and procedures.
- B. "Procedures" identify a series of steps followed in regular order to implement policy.
- C. The Board of Juvenile Justice Services is comprised of seven (7) members who are appointed by the Governor of the State of Utah, hereafter referred to as the "Board". The function of the Board is to develop and modify program policies in accordance with State statutes.

IV. Procedures

- A. Coordination of Policy Development
 - 1. Coordination of policy and procedures' development shall be facilitated through the State office.
 - 2. The Director shall coordinate review of policy and procedures as appropriate with the Board. The Director shall present those policies that have been identified for development or revision to the Board for their approval.
 - 3. Program directors shall designate policy coordinators in each Program Office to review policy and procedure proposals to ensure overall clarity and

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consistency of Division policy, appropriate alignment across programs, and standardization of format and access procedures.

4. All policy and procedures shall be reviewed as identified by each policy.
5. JJS staff may recommend policy and procedure development, or change at any time. Recommendations shall be sent to the program director through the policy coordinator.

B. Policy Format

JJS policy and procedures shall be written in a common policy and procedures format as defined in the JJS Policy and Procedures Writing Guide.

C. Access to Policy and Procedures

Division policy and procedures shall be made available through the Division's web site. Printed copies shall also be available from the State office and each facility/program office.

V. Continuous Renewal

This policy shall be reviewed three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

VI. Certification of Process

- A. The following statement shall be added to the end of all program policies requiring Board approval:

“This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.”

- B. Board Chairman's signature block

- C. Date of signature block

VII. Signature and Effective Date

- A. The following shall be added to the end of each policy:

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1. Director's signature block
2. Date of approval

This policy has been reviewed by the Board of Juvenile Justice Services, and is approved upon the signature of the Director.

Eldon Money, Chairman
Board of Juvenile Justice Services

Date

Blake D. Chard, Director
Division of Juvenile Justice Services

Effective/Revision Date